UNITED
NATIONS

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Secretariat

ST/SGB/1997/1
28 May 1997

SECRETARY-GENERAL'S BULLETIN

PROCEDURES FOR THE PROMULGATION OF ADMINISTRATIVE ISSUANCES*

The Secretary-General, for the purpose of establishing a more efficient system of administrative issuances in the United Nations and procedures for the promulgation and publication of such issuances, promulgates the following:

Section 1

Categories of administrative issuances

1.1 In accordance with the provisions of the present bulletin, the following administrative issuances may be promulgated:

(a) Secretary-General's bulletins;

(b) Administrative instructions.

1.2 Rules, policies or procedures intended for general application may only be established by duly promulgated Secretary-General's bulletins and administrative instructions.

Section 2

Entry into force and effect of administrative issuances

2.1 Administrative issuances shall enter into force upon the date specified therein and shall remain in force until superseded or amended by another administrative issuance of the same or higher level and promulgated in accordance with the provisions of the present bulletin.

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2.2 Staff members at all levels shall be responsible for observing the provisions of administrative issuances promulgated in accordance with the present bulletin.

Section 3

Secretary-General's bulletins

3.1 The following matters shall require the issuance of a Secretary-General's bulletin:

(a) Promulgation of rules for the implementation of regulations, resolutions and decisions adopted by the General Assembly, including:

(i) Promulgation of financial regulations and rules and publication of consolidated texts thereof;

(ii) Promulgation of staff regulations and rules and publication of consolidated texts thereof;

(iii) Promulgation of regulations and rules governing programme planning, the programme aspects of the budget, the monitoring of implementation and the methods of evaluation, and publication of consolidated texts thereof;

(b) Promulgation of regulations and rules, as required, for the implementation of resolutions and decisions adopted by the Security Council;

(c) Organization of the Secretariat;

(d) Establishment of specially funded programmes.

3.2 Secretary-General's bulletins may also be promulgated in connection with any other important decision of policy, as decided by the Secretary-General.

3.3 Secretary-General's bulletins shall require the approval and signature of the Secretary-General.

3.4 Secretary-General's bulletins shall not, unless otherwise stated therein, be applicable to separately administered organs and programmes of the United Nations.

3.5 The Secretary-General may delegate the authority to promulgate administrative instructions in implementation of a bulletin.

3.6 Any proposed exception to the provisions of the Financial Rules, the Staff Rules or any other bulletin shall be referred for decision to the Secretary-General, except as otherwise provided therein.

3.7 Secretary-General's bulletins shall be promulgated in English and French, the working languages of the Secretariat. Bulletins concerning the organization

of the Secretariat and the Staff Regulations and Rules shall also be promulgated in Arabic, Chinese, Russian and Spanish.

3.8 Secretary-General's bulletins shall bear the symbol ST/SGB/[year of issuance]/[issuance number].

Section 4

Administrative instructions

4.1 Administrative instructions shall prescribe instructions and procedures for the implementation of the Financial Regulations and Rules, Staff Regulations and Rules or Secretary-General's bulletins.

4.2 Administrative instructions shall be promulgated and signed by the Under-Secretary-General for Administration and Management or by other officials to whom the Secretary-General has delegated specific authority.

4.3 Administrative instructions shall be promulgated in English and French.

4.4 Administrative instructions shall bear the symbol ST/AI/[year of issuance]/[issuance number].

Section 5

Review and amendment

5.1 Officials responsible for promulgating and/or implementing administrative issuances shall see to it that issuances in effect within their respective spheres of competence are reviewed periodically so as to ensure that the rules, instructions and procedures that they prescribe are up to date, that obsolete administrative issuances are abolished with the minimum delay and that new issuances or amendments to existing issuances are promulgated as required.

5.2 Proposals for administrative issuances shall be prepared in consultation with major organizational units concerned.

5.3 Unless emergency situations make it impracticable, proposals for administrative instructions affecting questions of staff welfare, including conditions of work, general conditions of life and other personnel policies, shall be sent to the Office of Human Resources Management, which will ensure consultation with the appropriate staff representative bodies in accordance with staff rules 108.1 and 108.2.

Section 6

Responsibility for control and clearance

6.1 Proposals for administrative issuances that have followed the consultative process set out in section 5 above shall be submitted to the Office of Human Resources Management for final processing. For this purpose, there shall be in this Office a central registry for all administrative issuances to assist in the discharge of the responsibilities under the provisions of the present bulletin.

6.2 The central registry shall be responsible, inter alia, for reviewing any proposed new issuance and for ensuring:

(a) That its position in the hierarchy and the authority for its establishment are identified;

(b) That it is not inconsistent with issuances higher in the hierarchy;

(c) That it specifies prior issuances that are superseded or amended;

(d) That the requirements of section 5 have been met;

(e) That it has been cleared by the Office of Legal Affairs in order to ensure compliance with this section;

(f) That it is concise, clear and appropriately expressed and that it complies with the rules and directives on United Nations editorial style.

6.3 Administrative issuances shall not be submitted for signature without certification that all the above requirements have been satisfied.

6.4 Upon signature, the original of administrative issuances shall be deposited with, and registered by, the central registry. Administrative issuances shall be published and filed in a manner that ensures availability.

6.5 The central registry shall maintain records of the entire processing of administrative issuances, mentioning, as appropriate, date of receipt of the initial draft, originating office, clearances obtained, authority for approval and date of promulgation. The central registry shall also maintain a register of all issuances promulgated, indicating the type of issuance, the date of promulgation, the subject-matter and amendments or changes thereto or the abolition thereof.

Section 7

Procedures for the implementation of the present bulletin

The Under-Secretary-General for Administration and Management may promulgate administrative instructions detailing procedures for the implementation of the present bulletin.

Section 8

Final provisions

8.1 The present bulletin shall enter into force on 1 June 1997.

8.2 The following issuances are hereby superseded and abolished:

Secretary-General's bulletin of 14 April 1954, entitled "Issuance of Secretary-General's bulletins, administrative instructions and information circulars" (ST/SGB/100),

Secretary-General's bulletin of 1 June 1977, entitled "Changes in the functions and organization of the Secretariat" (ST/SGB/150/Rev.1),

Administrative instruction of 18 February 1973, entitled "Administrative issuances" (ST/AI/226), and all amendments thereto.

8.3 Financial directives and personnel directives shall not in the future be used to promulgate rules. Existing financial and personnel directives will be progressively converted, as needed, into administrative instructions. All financial and personnel directives will lapse as at 31 December 1999.

8.4 Administrative issuances promulgated in accordance with Secretary-General's bulletin of 14 April 1954, entitled "Issuance of Secretary-General's bulletins, administrative instructions and information circulars" (ST/SGB/100), shall remain in force until superseded by an administrative issuance promulgated in accordance with the provisions of the present bulletin.

(Signed) Kofi A. ANNAN
Secretary-General

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ST/SGB/1997/2
28 May 1997

SECRETARY-GENERAL'S BULLETIN

INFORMATION CIRCULARS*

The Secretary-General, for the purpose of establishing clearer and a more efficient system for the issuance of information circulars, promulgates the following:

Section 1

Information circulars

1.1 Information circulars shall contain general information on, or explanation of, established rules, policies and procedures, as well as isolated announcements of one-time or temporary interest.

1.2 Information circulars shall not be used for promulgating new rules, policies or procedures.

1.3 Information circulars shall normally be issued in English and French. Those of interest to permanent missions are also issued in Spanish. A circular of interest or applicable to a particular national group may, however, be issued in one language. Information circulars addressed to project personnel shall be issued in English, French and Spanish.

1.4 Information circulars shall be issued by the Under-Secretary-General for Administration and Management or by such other officials to whom the Under-Secretary-General has delegated specific authority.

1.5 Information circulars shall bear the symbol ST/IC/[year of issuance]/[issuance number].

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Section 2

Issue and expiry date

Information circulars shall indicate their date of issue and expiry.

Section 3

Responsibility for control and clearance

3.1 The central registry established pursuant to the Secretary-General's bulletin (ST/SGB/1997/1) shall be responsible, inter alia, for reviewing any proposed new information circular and ensuring:

(a) That it is not inconsistent with any administrative issuance;

(b) That it is not used for promulgating new rules, policies or procedures.

3.2 Information circulars shall not be submitted for signature by the authorized official without certification that the above requirements have been satisfied.

3.3 Upon signature, the original information circular shall be deposited with, and registered by, the central registry. Information circulars shall be published and filed in a manner that ensures availability.

3.4 The central registry shall maintain a register of all information circulars, indicating the date of issue and expiry and the subject matter.

Section 4

Procedures for the implementation of the present bulletin

The Under-Secretary-General for Administration and Management may promulgate administrative instructions detailing procedures for the implementation of the present bulletin.

Section 5

Final provisions

The present bulletin shall enter into force on 1 June 1997.

(Signed) Kofi A. ANNAN
Secretary-General